



VACANCY ANNOUNCEMENT



Air Force Office of Special Investigations
27130 Telegraph Road
Quantico, VA 22134

JOB TITLE: Criminal Investigator

DEPARTMENT: Department of the Air Force

AGENCY: Air Force Office of Special Investigations

JOB ANNOUNCEMENT NUMBER: 10-14-JRN-01- EXT

SALARY RANGE: \$72,391 - \$94,108 / Per Year (range does not include locality pay or Law Enforcement Availability Pay)

OPEN PERIOD: Monday, October 27, 2014 to Monday, November 10, 2014

SERIES & GRADE: GS-1811-13

POSITION INFORMATION: Full Time - Permanent

TYPE OF APPOINTMENT: Excepted Service

PROMOTION POTENTIAL: 13

DUTY LOCATIONS: Multiple Locations

APPLICANT SUPPLY FILE: This announcement will be utilized to fill polygraph positions for a period of 12 months following the closing of the announcement.

WHO MAY APPLY: United States Citizens

SECURITY CLEARANCE: Top Secret / SCI Eligible

SUPERVISORY STATUS: No

MOBILITY: This position requires the employee to sign a mobility agreement as a condition of employment in accordance with Chapter 16 of AFMAN 36-606, Civilian Field Management and Development. Applicants must be willing to accept assignments anywhere in the U.S. and/or in overseas locations.

EMERGENCY ESSENTIAL PERSONNEL / POSITIONS: This vacancy announcement may be used to fill an Emergency Essential (EE) position. Incumbents of EE positions may be required to perform key duties and requirements during a crisis situation or wartime. This could entail a temporary or permanent relocation or deployment as well as the possibility of remaining

in an area when others have been evacuated. Incumbents must pledge their willingness to fulfill these additional responsibilities by signing an EE agreement.

Due to the mission essential nature of EE positions, concurrent membership in the military reserves could conflict with the performance of these duties. If you are selected for an EE position and are also an active reservist, you will be required to transfer to an inactive status or resign from the reserves prior to your appointment.

LAW ENFORCEMENT RETIREMENT: This position is a primary law enforcement officer (LEO) position. IAW DoDI 1400.25 Volume 336, "The maximum entry age (MEA) for covered primary law enforcement officer positions is 37. Persons not appointed by the last day of the month in which they become age 37 shall not be originally appointed or assigned to these positions." The Agency may choose to waive MEA requirements based on compelling hardship, e.g., a shortage of qualified candidates; or may choose to waive MEA requirements for otherwise qualified applicants with veterans' preference.

TRAVEL REQUIRED

- Requires occasional travel away from the normal duty station
- May require travel via various military or commercial means
- May require international travel

RELOCATION AUTHORIZED

- Yes

KEY REQUIREMENTS

- **Selective Service:** All male applicants born after December 31, 1959 must have registered for the Selective Service.
- **Lautenberg Amendment:** This position requires the incumbent to carry a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition (18 U.S.C. Section 922(g) ((9))).
- **Driver's License:** This position requires the incumbent employee to drive a motor vehicle. Incumbent must possess and maintain a valid state driver's license.
- **Direct Deposit:** All Federal employees are required to have their salary payments made by direct deposit to a financial institution of their choosing.

DUTIES:

Conducts counterintelligence screening polygraph (CSP) examinations of DoD personnel (active duty, civilian, and contractor) as required to facilitate access to specific classified programs, facilities, and operations. Conducts specific issue or substantive polygraph examinations to resolve matters in dispute related to criminal investigations and inquiries. Takes all actions necessary to coordinate and prepare for scheduled polygraph examinations including; polygraph consults with security personnel and investigators, provides guidance to investigators and Commanders on the use of the polygraph technique, assists in the preparation of polygraph requests, submits polygraph request to HQ AFOSI, reviews investigative files and identifies issues to be addressed with polygraph, constructs test questions that correctly scope the matter

under investigation, and completes all necessary forms to properly document CSP and specific issue examinations. Maintains polygraph equipment to ensure proper functioning and accountability. Conducts all polygraph examinations IAW DoD, USAF, and AFOSI written guidance and policy issuances. Performs field level quality assurance review of polygraph examinations completed by co-workers. Prepares detailed technical reports of polygraph examinations. Documents and submits completed polygraph files to HQ AFOSI as required. Conducts additional polygraph testing to fully resolve open examinations as directed by field supervisory or HQ AFOSI personnel. Testifies in court proceedings. Travels within CONUS and OCONUS as needed to conduct polygraph examinations at locations away from primary duty location. Deploys to conduct polygraph examinations in support of Overseas Contingency Operations. Maintains DoD Certification by (in part) attending a minimum of 80 hours of polygraph continuing education training every two fiscal years.

QUALIFICATIONS REQUIRED:

Specialized Experience: Applicant must have at least one year of specialized experience as a GS-1811-12 or above. This experience must have equipped the applicant with the knowledge, skills, and abilities to perform the duties of the advertised position successfully. Specialized experience may have been gained as a member of the Air Force Office of Special Investigations (AFOSI). Specialized experience requirements must be met by the closing date of this vacancy announcement.

Specialized Training: Successful graduation from the Federal Law Enforcement Training Center's (FLETC) Criminal Investigators Training Program (CITP) and the United States Air Force Special Investigations Academy (USAFSIA), or equivalent, is required in order to be considered for this position. If selected, applicants who have not completed USAFSIA may be required to attend this 8-week course in Glynco, GA.

DESIRED QUALIFICATIONS:

Additional Training and Experience: Highly desired applicants will have successfully completed the Psychophysiological Detection of Deception Program, National Center for Credibility Assessment (NCCA), Ft Jackson, SC is highly desired. Highly desired applicants will be currently certified (or previously certified) as a DoD Polygraph Examiner IAW DoDI 5210.91, and possess a minimum of 1 year's experience as a field polygraph examiner. Highly desired applicants will be proficient in the use of the Test for Espionage and Terrorism (TES) polygraph format. Previous experience conducting polygraph examinations in a contingency environment through the use of interpreters is also highly desirable.

Education Level: Bachelor's Degree from an accredited college or university.

ADDITIONAL REQUIREMENTS:

Applicant Suitability Investigation: This position requires the favorable completion of an Applicant Suitability Investigation, including a successful criminal background check, prior to an offer of employment.

Drug Testing: Position is designated by the Air Force as a testing designated position under the Air Force Civilian Drug Testing Program and subject to random drug testing.

Probation: This position is subject to a one-year probationary period.

Security Clearance: This position requires a Top Secret security clearance. Favorable completion of a Single Scope Background Investigation (SSBI) is required prior to an offer of employment.

Polygraph Examination: Applicants are subject to counterintelligence scope polygraph examinations as determined by the command. Failure to successfully complete a polygraph examination could result in disciplinary action as determined by the command.

Work Environment: Employees may be assigned anywhere in the U.S. or overseas. In addition, employees may be required to work in areas of unrest or in war zones.

Work Schedule: Employee may be subject to work schedules in excess of 50 hours per week, as required. Employee must be available to work weekends, evenings and/or holidays. Employee may be recalled to duty.

Firearms: The duties of this position require the incumbent to carry a firearm. Applicants must meet initial and continuing AFOSI qualifications in the use of firearms.

Medical, Health and Fitness Requirements:

- Must be physically fit in order to perform strenuous and physically demanding duties
- May be required to take a series of vaccinations and immunizations
- Moderate to arduous physical exertion involving standing, walking, running
- The use of firearms
- Exposure to inclement weather or other environmental hazards
- Manual dexterity
- Arms, hands, legs, and feet must be sufficiently intact and functioning in order that applicants may perform the duties satisfactorily
- Corrected visual acuity:
 - 20/20 or better with or without correction in the better eye or 20/30 or better with or without correction in the worse eye;
 - Near visual acuity: 20/30 or better, binocular conditions with or without correction @ 40 cm (16 inches);
 - Uncorrected visual acuity: 20/200 or better, binocular conditions without correction;
 - Visual field: full visual field in each eye;
 - color vision: possess adequate color vision to correctly identify basic colors as demonstrated by passing the Farnsworth D-15 Test with less than two major errors;
 - Binocular depth perception: stereoacuity of 70 seconds of arc or better;

- Night vision: normal dark adaptation and night vision
- Adequate hearing is required in order to perform duties safely and satisfactorily; hearing loss, as measured by an audiometer, must not exceed 35 decibels at 1000, 2000, and 3000 Hz levels
- Must possess emotional and mental stability
- Any physical or mental condition that would cause the applicant to be a hazard to themselves or others is disqualifying
- Must successfully pass a pre-employment medical examination (including vision, hearing, cardiovascular and mobility of extremities) by an authorized Government physician and be determined physically able to perform duties without being a hazard to themselves or others

BENEFITS:

Law Enforcement Availability Pay (LEAP): LEAP is approved for this position to compensate employees for unscheduled duty in excess of a 40-hour workweek.

Locality Pay: This position is authorized locality pay based on the location of permanent assignment.

HOW TO APPLY:

To apply for this position, applicants must complete and submit ***all*** documentation specified in the Required Documents section of this announcement. If an application package is incomplete, or the applicant is not qualified for the position, the application ***will not*** be considered. Application information must be submitted at the non-classified level. The complete application package must be submitted by **11:59 p.m. (EST) on 10 Nov, 2014** to receive consideration.

Packages can *either* be emailed or mailed via the United States Postal Service (USPS).

1. Email instructions – email ***complete*** packages to *Steve Carmical at the following email address: Steven.Carmical.1@us.af.mil*. Please include the vacancy announcement number (10-14-JRN-01-Ext) in the subject of your email.
2. USPS instructions – send ***complete*** packages to: *Steve Carmical, HQ AFOSI//DPR, 27130 Telegraph Road, Quantico, VA 22134*. If mailing via the USPS, must be postmarked no later than *October 30, 2014*. Additionally, applicants should ensure they telephonically contact *Steve Carmical at 571-305-8127* to advise they have submitted a package via the USPS.

Selection will be made on merit without regard to race, color, religion, sex, national origin, marital status, physical handicap, political affiliation, sexual orientation or non-merit factor. The Department of the Air Force is an Equal Opportunity Employer.

REQUIRED DOCUMENTS (ALL applicants must provide):

1. **Cover sheet** - Refer to page 7 of this announcement for instructions and resume template format.
2. **Resume** - applicants *must* follow the required resume format provided within this announcement when submitting their resume. Refer to page 8 of this announcement for instructions and resume template format.
3. **OF 306** - OF 306 can be obtained at: http://www.opm.gov/forms/pdf_fill/of0306.pdf
4. **AFOSI Agency Questionnaire** – Refer to pages 9-10 of this announcement for the AFOSI Agency Questionnaire. Applicants must complete this form and turn it in with their application.

OPTIONAL DOCUMENTS (Provide only if applicable):

5. **College Transcripts** - unofficial transcripts are accepted at the time of application. Official transcripts will be required prior to final appointment.
6. **Certifications/Licenses** – copies of relevant certificates and professional licenses.
7. **Standard Form 50 (SF-50), Notification of Personnel Action** - current and former federal civil service employees should submit a copy of their most recent SF-50.
8. **DD Form 214, Certificate of Release or Discharge from Active Duty** - Prior to an offer of employment, applicants will be required to provide Copy 4 of the DD-214 reflecting an honorable discharge. If using service in the Reserve component to qualify for this position, applicant will be required to provide an official, signed point summary.
9. **Standard Form 15 (SF-15), Application for 10-Point Veteran Preference** – Prior to an offer of employment, applicants will be required to provide a SF-15 along with a letter from the Department of Veterans' Affairs reflects their percentage of disability. The letter must be dated within 12 months of the application due date.
10. **Proof of Projected Separation/Retirement** – applicants who are currently in active duty status with any branch of the military should provide proof of projected separation/retirement at the time of application. Proof can be in the form of retirement/separation orders or a letter from the servicing military personnel office stating eligibility to separate or retire.
11. **Mobilization Orders** - Applicants currently in mobilization status may be considered for employment. If currently mobilized, applicants should attach a copy of their mobilization orders.

Required Cover Sheet: Applicants must follow the below template when preparing their cover sheets.

Announcement Number
Full Name
Complete Mailing Address
Day Phone Number(s)
Evening Phone Number(s)
Email Address
Social Security Number (last 4 digits only)
Highest Degree Held
Month/Year Degree Awarded
Veterans' Preference Status
Country of Citizenship

Date and Signature

----- **RESUME FORMAT** -----

Instructions for resume format:

1. Applicants **MUST** follow the template provided on page 8 of this announcement
2. Information on the resume *must* be presented in the same order outlined on the resume template, beginning with Employment History and ending with Veteran's Preference
3. Use only the headers provided in the sample resume template
4. If a header does not apply to you, list it in your resume along with N/A
5. Length – no more than four pages
6. Font – Times New Roman
7. Font Size – 12
8. Margins set to 1" all around

Required Resume Template: Applicants must follow the template below when preparing their resume.

**FULL NAME
ADDRESS
DAYTIME PHONE
EMAIL**

EMPLOYMENT HISTORY:

Agency/company name, address, hours worked per week, dates of employment; salary, job title, responsibilities to include level of autonomy and complexity of work, supervisor's name, supervisor's current phone number, and series/grade, if applicable. Additionally, indicate if we may contact your current and previous supervisors.

EDUCATION:

School(s) name, school address, degree earned, date awarded, cumulative GPA
Non-degree studies: School(s) name, location, major field of study, cumulative GPA, undergraduate/graduate credit hours earned

SIGNIFICANT ACCOMPLISHMENTS:

HONORS/AWARDS:

JOB RELATED CERTIFICATIONS / LICENSURE:

JOB RELATED PROFESSIONAL TRAINING:

EXTRACURRICULAR / VOLUNTEER ACTIVITIES:

AFFILIATIONS:

VETERAN'S PREFERENCE: Dates of military service and reason for discharge

OPTIONAL FORM 306, DECLARATION FOR FEDERAL EMPLOYMENT
AFOSI AGENCY QUESTIONS FOR GS-1811 POSITIONS

1. Have you ever used marijuana? _____ (If yes, provide details/circumstances such as approximate dates, how many times, setting, when was the last time, etc).
2. Have you ever used an illegal drug or combination of illegal drugs, other than marijuana? _____ (If yes, provide details/circumstances).
3. Have you ever used an illegal drug while employed? _____ (If yes, provide details/circumstances). Have you ever used an illegal drug while in a law enforcement or prosecutorial position? _____ (If yes, provide details/circumstances).
4. Have you ever sold, supplied or distributed illegal drugs? _____ (If yes, provide details/circumstances).
5. Have you ever used alcohol in excess where it prevented you from working? _____ (If yes, provide details/circumstances).
6. Have you ever been arrested, charged, or convicted of domestic abuse, domestic assault, or assault? _____ (If yes, provide details/circumstances).
7. Have you ever been arrested, charged, imprisoned, or convicted of any felony or misdemeanor crime? _____ (If yes, provide details/circumstances).
8. Have you ever declared bankruptcy? _____ (If yes, provide details/circumstances).
9. Have you been an officer or a member of or contributed to an organization that is dedicated to the overthrow of the United States Government and that engages in illegal activities with the specific intent to further that end? _____ (If yes, provide details/circumstances).
10. Have you engaged in activities designed to overthrow the United States Government by force? _____ (If yes, provide details/circumstances).

NAME _____ SIGNATURE _____

DATE: _____

OPTIONAL FORM 306, DECLARATION FOR FEDERAL EMPLOYMENT
CONTINUATION OF #16
AFOSI AGENCY QUESTIONS FOR GS-1811 POSITIONS

USE THIS SECTION TO PROVIDE DETAILS FOR ANY QUESTION ANSWERED “YES”